

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting June 7, 2017

17-06-07-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, June 7, 2017. The meeting was called to order by Vice Chairman Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts in the absence of Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 26, Indiana Government Center South-First Floor.

Members present constituting a quorum: Cynthia Carrasco, Governor's Designee; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Tammy Glickman, Designee for Jessica Robertson, Commissioner, Department of Administration; Chandler Lighty, Director, Indiana Historical Bureau; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: Luke Britt, Public Access Counselor; Mallory Long, Designee for Connie Lawson, Secretary of State.

Guests: Dennis Mullen, Courtney Abshire and Sherry Green, Indiana Gaming Commission; Robin Degner, Indiana Criminal Justice Institute; Kris Cundiff, Public Access Counselor's Office.

IARA staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

17-06-07-02

NEXT MEETING

Mike Bozyski announced the next meeting would be held July 19, 2017 at 1:00 p.m. in Conference Room 12, Indiana Government Center South, 1st Floor.

17-06-07-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Graig Lubsen to approve the minutes of the March 15, 2017 meeting. Motion carried.

17-06-07-04

OLD BUSINESS

None

17-06-07-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated they are now testing the Axaem catalog for the Archives and it should be up and running by the end of June. Mr. Corridan stated they have begun their program of office tours of the Archives and the following Friday they have Secretary of State Lawson and her staff coming and next week they will be hosting the County Clerks of Indiana, so there will be about 170 people at the State Archives, which will be the largest crew we have ever had there. Mr. Corridan reported today the State Archives held a party for

Ann Rodick, a volunteer at the State Archives for 26 years. Ann is now 91 years old and has been driving up from Bloomington once a week. We certainly appreciate all the things she has done for us.

Mr. Corridan stated he has been doing records management training classes across Indiana the past few months. He met with the vital records office, school budget officers, a special program in both Dearborn and Dubois Counties with all county officials and next week will speak to the City Clerk Treasurers of Southern Indiana. Mr. Corridan stated they are doing a lot of records management training across the State.

Tammy Glickman, IDOA and Cynthia Carrasco, Governor's office, new members of the OCPR Committee, were introduced.

17-06-07-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. ARCHIVES AND RECORDS ADMINISTRATION

Records Center

A motion was made by Jim Corridan and seconded by Jacob Speer to adopt Schedule No. 1 as submitted. Motion carried.

2. CRIMINAL JUSTICE INSTITUTE

Robin Degner from this Agency was introduced. A motion was made by Jacob Speer and seconded by Chandler Lighty to adopt Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF EDUCATION

School Finance

A motion was made by Chandler Lighty and seconded by Graig Lubsen to adopt Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF EDUCATION

Special Education

A motion was made by Jim Corridan and seconded by Graig Lubsen to adopt Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF REVENUE

Agencywide Schedule

A motion was made by Jim Corridan and seconded by Graig Lubsen to adopt Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF REVENUE

Tax Administration

A motion was made by Chandler Lighty and seconded by Jacob Speer to adopt Schedule No. 6 as submitted. Motion carried.

7. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Dept. of Family Resources/Quality Control

A motion was made by Jim Corridan and seconded by Chandler Lighty to adopt Schedule No. 7 as submitted. Motion carried.

8. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Disability and Rehab Svc/Developmental Disabilities

A motion was made by Jim Corridan and seconded by Graig Lubsen to adopt Schedule No. 8 as submitted. Motion carried.

9. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Office of Medicaid Policy and Planning

A motion was made by Jacob Speer and seconded by Jim Corridan to adopt Schedule No. 9 as submitted. Motion carried.

10. GAMING COMMISSION

Three guests from this Agency were introduced: Dennis Mullen, Courtney Abshire and Sherry Green, A motion was made by Chandler Lighty and seconded by Graig Lubsen to adopt Schedule No. 10 as submitted. Motion carried.

11. HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

A motion was made by Jim Corridan and seconded by Chandler Lighty to adopt Schedule No. 11 as submitted. Motion carried.

12. INTEGRATED PUBLIC SAFETY COMMISSION

All Divisions

Amy Robinson stated that this is not a PR-2 as shown and will be corrected. This is a regular schedule. A motion was made by Jim Corridan and seconded by Graig Lubsen to adopt Schedule No. 12 as submitted. Motion carried.

13. PUBLIC DEFENDER'S OFFICE

A motion was made by Jim Corridan and seconded by Chandler Lighty to adopt Schedule No. 13 as submitted. Motion carried.

17-06-07-07

NEW BUSINESS

Jim Corridan stated they are working with the Governor's office to fill the two vacancies on the Oversight Committee, a public citizen and a news media person. Mr. Corridan stated they are hoping they may have a County Clerk or County Recorder serve as the public citizen since the adoption of the county/local retention schedules.

17-06-07-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:15 p.m.